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## Holyoke, School Committee of the City of Holyoke Public Schools Secretaries'/Massachusetts Teachers'/National Education Association (1988)

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## **Holyoke, School Committee of the City of Holyoke Public Schools Secretaries'/Massachusetts Teachers'/National Education Association (1988)**

### **Keywords**

collective labor agreements, collective bargaining agreements, labor contracts, labor unions, United States Department of Labor, Bureau of Labor Statistics

### **Comments**

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AGREEMENT

Between

THE HOLYOKE SCHOOL COMMITTEE

and

HOLYOKE PUBLIC SCHOOL SECRETARIES ASSOCIATION

JULY 1, 1988 - JUNE 30, 1991

*Sheridan  
and  
Associates,  
Inc.*

6 HIGH STREET

POST OFFICE  
BOX 4995

HOLYOKE, MA  
01041-4995

(13) 536-8504

X 6/91

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## CONTRACT

Pursuant to the provisions of Chapter 150E of the General Laws of Massachusetts, this CONTRACT, executed in duplicate, becomes effective on the 1st day of July, 1988, by and between the SCHOOL COMMITTEE of the City of Holyoke, (hereinafter referred to as "The Committee" and the HOLYOKE PUBLIC SCHOOLS SECRETARIES'/MASSACHUSETTS TEACHERS'/NATIONAL EDUCATION ASSOCIATION (hereinafter referred to as "The Association").

### ARTICLE I

#### RECOGNITION

The Committee agrees to recognize the Association as the sole and exclusive agent for bargaining in any and all matters relating to wages, hours, and other terms and conditions of employment as set forth in this Agreement for all members of the bargaining unit. The bargaining unit shall consist of all permanent, temporary and provisional full time clerks, typists, stenographers, accounting clerks, accounting machine operators, statistical machine operators, and payroll supervisors coming under the Civil Service List of "Classified Official Service" in the employ of the Holyoke School Committee, with the exception of the Executive Secretary to the Superintendent, the Clerk-Stenographer to the Assistant Superintendent and all other managerial and confidential employees.

### ARTICLE II

#### BARGAINING UNIT

The Association shall have eight (8) persons designated as delegates in the bargaining unit within the jurisdiction of the Association, who shall comprise the bargaining committee, and the delegates so designated shall be recognized as the representatives of the Association, and their names shall be submitted in writing to the Committee. These delegates shall be comprised of the following: one delegate from the School Department Office, one from the High School, one from the Junior High School, one from the Vocational High School, two ten-month clerks, and the President and the Secretary of the Association, and their names shall be submitted in writing to the Committee.

## ARTICLE III

### GRIEVANCE PROCEDURE

SECTION I. The purpose of this Article is to provide an orderly method for the settlement of a dispute between the Parties over the interpretation, application, or claimed violation of any of the provisions of this Agreement. Such a dispute shall be defined as a grievance under this Agreement and must be presented promptly [or within five (5) working days after it arises] and be processed in accordance with the following steps, time limits, and conditions herein set forth.

The parties agree, that pending the raising, processing, and settlement of a grievance, during the term of this Agreement, there shall be no slowdowns, stoppages, or other interferences with work or school operations as provided for in Article XVI of this Agreement.

LEVEL I The employee shall first take up his/her grievance with his/her immediate superior; and, if the aggrieved employee requests, the Association shall be given an opportunity to be present at a time to be fixed by the immediate superior.

If the grievance is not settled, it shall, within three (3) working days thereafter, be signed by the employee and given to the immediate superior who shall, within three (3) working days after receipt thereof, give his written answer to the grievance.

LEVEL II If the grievance is not settled in LEVEL I, the Association may appeal it by giving a written notice of such appeal, within five (5) working days after receipt of the immediate superior's written answer, to the Superintendent of Schools who shall discuss it with the Association at a time to be fixed by the Superintendent or his designated representative. The Superintendent or his designated representative shall give his written answer to the grievance within five (5) working days after the close of the discussion.

LEVEL III If the grievance is not settled in LEVEL II, the Association may appeal it by giving written notice of such appeal within seven (7) working days after receipt of the answer of the Superintendent or his designated representative, to the School Committee, who shall discuss it with the Association at a time to be fixed by the School Committee.

The School Committee shall give their written answer to the grievance within ten (10) working days after the close of the discussion.

LEVEL IV If the grievance is not settled in LEVEL III, it may be appealed to arbitration by a written notice of such appeal given by the Association to the School Committee within ten (10) working days after receipt of the written answer of the School

Committee, in accordance with SECTION III herein.

SECTION II. The Parties agree to follow each of the foregoing steps in the processing of the grievance, and if, at any step, the School Committee's representative fails to give his written answer within time limits therein set forth, the Association may appeal the grievance to the next step at the expiration of such time limit. The settlement of a grievance in any case shall not be made retroactive for a period exceeding twenty (20) working days prior to the date the grievance was first presented in writing.

If the School Committee claims that the Association has violated any provisions of this Agreement, it may present such claim to the Association in writing; and, if the Parties fail to settle it, the School Committee may appeal it to arbitration, in accordance with the arbitration clause hereinafter set forth.

SECTION III. If the dispute or grievance is not settled in the foregoing steps and it involves interpretation, application, or claimed violation of any provision of this Agreement, then either Party may, upon written demand given to the other Party, within ten (10) working days (after the School Committee's answer in LEVEL III or the Association's answer to the School Committee's claim of violation of the No-Strike Pledge), submit said dispute or grievance to arbitration as follows:

1. The parties agree for the duration of this Agreement to select an Arbitrator from the following panel of Arbitrators. The selection of an Arbitrator shall be on a rotating basis, following the sequence listed:

1. Timothy Bornstein
2. John Conlon
3. Paul Dorr
4. Harry Purcell

If a member of the panel, whose turn it is to serve is not available to hear the case promptly, the member of the panel next in sequence will be contacted and so on until an Arbitrator is selected who can hear the case promptly. Once a member of the panel has been selected and arbitrates a problem, that Arbitrator will then go to the end of the sequence list and the above process will be repeated for any subsequent problems submitted to arbitration.

2. The Arbitrator chosen under the aforementioned rules shall not have the authority to add to, subtract from, modify, change, or alter any of the provisions of this Agreement.

The Arbitrator shall decide the dispute and render his award, and the Arbitrator's award shall be final and binding on the Parties. Each Party shall bear the expense of its representatives and witnesses; and the fees and expenses of the Arbitrator shall

be borne equally by the Parties.

3. If the School Committee claims the Association has violated any provision of the Agreement, it may present such claim to the Association in writing and if the parties fail to settle it within ten (10) calendar days, the School Committee may submit the problem to arbitration under the provision of this Article.

4. Pending this processing of the grievance and the award of the Arbitrator, and during the term of this Agreement, there shall be no stoppages, slowdowns, or other interference with work in accordance with Article XVI of this Agreement.

#### SECTION IV. General Provisions

1. Provided the parties agree, LEVEL I may be bypassed and the grievance brought directly to LEVEL II.

2. No reprisals of any kind will be taken by either party because of their participation in this Grievance Procedure.

3. All reference to calendar days will be exclusive of Saturdays, Sundays, holidays and school year (September to June) vacation periods. Time limits involving grievances initiated during or overlapping the summer vacation period will be exclusive of Saturdays, Sundays and holidays. All other days during the summer vacation period will be within the time limits specified for the particular level(s) involved.

4. If for any reason the permanent rotating panel listed in Section III is not able to satisfy the parties' need to arbitrate the problem, then the party submitting the issue to arbitration may submit a conventional demand for arbitration to the American Arbitration Association. Any such Arbitrator selected will be under the rules of the American Arbitration Association and be bound by the provisions of the Grievance Procedure contained in this Article.

#### ARTICLE IV

##### CHANGE IN WORKING CONDITIONS

It is further agreed that no changes will be made in working hours, working days, vacation periods, nor in the duties of each clerk as defined by Civil Service for each classification of clerk without the Committee first notifying the Association of the proposed change and affording the bargaining committee the opportunity to meet with the Committee and be heard on the proposed change. Employees who are temporarily assigned work of a higher classification will be paid according to the salary column for the higher classification, provided the temporary assignment is at least of five (5) consecutive work days duration. Additional compensation will then be made retroactive to the first

day of the length of temporary assignment and will be the same as that used for the employee's regular classification. An employee who replaces an employee on vacation in a higher classification is excluded from the provisions of this section.

## ARTICLE V

### LEAVES

#### I. Sick Leave:

Sick Leave days are essentially a form of insurance protection for employees and are inchoate right to compensation that does not vest in an employee until he/she has a bona fide sickness, preventing him/her from reporting for and performing his/her duties.

- A. Each regular employee is eligible for fifteen (15) days sick leave, annually, beginning September 1st of each year.
- B. Any regular employee shall receive full sick pay for absence due to illness or any other disability and any quarantine regulation of the Board of Health. A certificate or written report of a physician shall be furnished after ten (10) working days.
- C. The unused Sick Leave days credited in the preceding years may accumulate and be added to the current year's allowance up to 230 days for all 10 month employees and 245 days for all twelve month employees.
- D. Employees receiving Workmen's Compensation shall be paid on the basis of compensation, plus the difference in sick leave to make up the regular salary.
- E. New employees will be granted sick leave on a pro-rated basis.
- F. Abuse of sick leave will subject the employee to disciplinary action, including discharge.
- G. Whenever, in situation, an employee is absent from school as a result of an injury caused by an assault arising out of and in the course of his/her employment, he/she shall be paid his/her full salary for the period of his/her absence, not to exceed one (1) full year and without having such absence charged to the annual sick leave or accumulated sick leave. The employee shall report to his/her immediate supervisor on the day of its occurrence, any injury sustained as referenced above. The supervisor must report any such incident to the Superintendent of Schools on the day of its occurrence.

## II. Funeral Leave

- A. Each regular employee, in addition to all other provisions of this Section, shall be allowed five (5) calendar days with pay, not to be deducted from sick leave, while absent on account of death in the immediate family, in cases of death of near relatives, viz: husband, wife, father, mother, brother, sister, son, daughter, or for relatives residing in the same household; and one (1) calendar day in case of death of the following relatives whose place of residence is elsewhere than in the same household: father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece, grandfather, grandmother, or grandchild. Additional time may be allowed at the discretion of the Superintendent not to be deducted from sick leave.
- B. The intent of this language on funeral leave is to provide leave for the employee only if the employee would have otherwise worked and not been absent for any reason.

## III. Emergency Personal Leave

- A. Each regular employee is eligible for three (3) days of his annual sick leave to be used as Emergency Personal Leave.
- B. The Emergency Personal Leave, if not used, is to accumulate as Sick Leave.
- C. Request for Emergency Personal Leave must be made to the Superintendent on the appropriate form, as soon as possible, prior to the actual absence, except in an emergency when the form may be completed following the absence. All requests for leave will be accompanied by a written statement giving the reason for requesting the leave.
- D. Emergency Personal Leave shall be granted for the following reasons only: death of a close friend; emergency at home not involving the employee himself; personal business not transactable during non-business hours; court appearance; school commencement of near relatives as defined in funeral leave; religious holidays; one's own wedding day; marriage of near relatives, as defined in funeral leave.

## IV. Holiday Leaves

- A. Employees shall not be required to work on each of the following holidays: New Year's Day; Martin Luther King's Birthday; Washington's Birthday; Good Friday; Patriot's Day; Memorial Day; Independence Day; Columbus Day; Labor Day; Veteran's Day; Thanksgiving Day; the day following

Thanksgiving Day; and Christmas Day.

- B. When a holiday falls on Saturday or Sunday, the City policy for the observance of such holiday will apply.
- C. Holiday pay shall be paid to any employee who has been laid off or has been absent from work on leave due to bona fide illness for a period of not more than thirty (30) days prior to the holiday. Holiday pay shall not be paid to an employee on any other leave of absence including maternity, personal or association business leave, for any holidays falling within the period of the leave of absence.
- D. Employees shall be paid for each of the above holidays even though he performs no work on that holiday, provided the employee has worked the next scheduled day preceding and the next scheduled day following the holiday, unless the employee has been excused for bona fide illness or other valid reason on either or both of those days.
- E. An employee shall not receive pay twice for the same day. If an employee receives pay under any other provision of this Agreement for the day on which the holiday falls, he shall not receive holiday pay.

V. Snow Days

School building personnel shall not be required to work on days that school has been cancelled for inclement weather. Central office personnel shall be required to work on all such days unless the Superintendent of Schools determines that they need not report. Central office personnel who report for work before 10:00 A.M. on such inclement days when school has been cancelled will be credited with one (1) day's compensatory time.

Early Dismissal

- VI. In the event school is dismissed early for inservice training or report card conferences, clerks shall remain on duty for their normal work day. In all other instances, the clerk shall not be required to remain in the building for more than one (1) hour after dismissal.
- VII. No clerk will be required to remain in a school building which is unattended by a custodian or school administrator.
- VIII. Nothing in this Article shall be construed to prevent the Superintendent of Schools from authorizing leaves of absence on School business.

## ARTICLE VI

### WORK YEAR/VACATIONS

- A. The work year of the ten-month employees will be 195 days including the five days immediately preceding the school year and five days immediately following the close of the school year for which the employee will be paid the annual salary expressed in Appendix A. Said annual salary to be paid in twenty-six (26) equal payments over the September-August period. The present practice of allowing the ten-month employees to receive their summer checks in a lump sum will be continued. The schedule of days to be worked shall normally be within the school calendar year (September-June) as set by the Superintendent of Schools or his designee. All time worked in addition to the 195 days will be compensated for at a per diem rate of 1/205 of the annual salary set forth in Appendix A. Such additional time must be approved by the Superintendent, prior to the employee working the additional time.
- B. Ten-month employees shall normally follow the current policy of taking vacation during the regular scheduled school vacation period (September-June). In addition, those ten-month employees who have completed ten (10) years of service in the bargaining unit will receive five (5) days of vacation which will count as time worked under the 195 day work year.
- C. The work year of twelve-month employee shall consist of a regular work week of Monday through Friday for each week in the calendar year exclusive of the holidays as listed in Article V., Section IV and exclusive of the vacation days as set forth in Paragraph D of this Article.
- D. Twelve-month employees are entitled to vacation days as follows:
  - (a) 10 days after completing 30 weeks of continuous service in the bargaining unit.
  - (b) 15 days after five (5) years of continuous service in the bargaining unit.
  - (c) 20 days after ten (10) years of service in the bargaining unit.
  - (d) 25 days after twenty (20) years of service in the bargaining unit.
  - (e) Vacation time must be taken during the calendar year the employee earns (becomes eligible) it.



## ARTICLE VII

### LONGEVITY PAY

The Committee will maintain its existing policy for longevity pay, subject to the following:

1) A) Effective July 1, 1988:

\$225.00 after 10 years of service in the bargaining unit.  
\$300.00 after 15 years of service in the bargaining unit.  
\$425.00 after 20 years of service in the bargaining unit.  
\$525.00 after 25 or more years of service in the bargaining unit.

B) Effective July 1, 1989:

\$250.00 after 10 years of service in the bargaining unit.  
\$350.00 after 15 years of service in the bargaining unit.  
\$500.00 after 20 years of service in the bargaining unit.  
\$600.00 after 25 or more years of service in the bargaining unit.

C) Effective July 1, 1990:

\$275.00 after 10 years of service in the bargaining unit.  
\$400.00 after 15 years of service in the bargaining unit.  
\$575.00 after 20 years of service in the bargaining unit.  
\$675.00 after 25 or more years of service in the bargaining unit.

2) Longevity will not be pro-rated for ten-month employees.

## ARTICLE VIII

### STAFF PAY DAYS

Staff salaries will be paid according to City policy.

## ARTICLE IX

### INSURANCE

The City of Holyoke maintains a contributory group insurance plan in accordance with Chapter 32-B as amended of the General Laws, which plan shall continue its coverage for eligible employees covered by this Agreement to the extent such plan is maintained by the City of Holyoke.

## ARTICLE X

### NON-DISCRIMINATION

There shall be no discrimination by either party to this contract against any because of race, color, creed, age, sex or national origin.

## ARTICLE XI

### JUST CAUSE

No employee will be disciplined, reprimanded, reduced in rank or compensation without just cause.

## ARTICLE XII

### SEVERANCE BENEFIT

An active employee after completing twenty (20) years of continuous, full-time service in this bargaining unit will upon retirement, be paid a severance benefit of Two Thousand dollars (\$2,000), One Thousand dollars (\$1,000) or Five Hundred dollars (\$500.00), provided, however, to exercise the Two Thousand dollars (\$2,000) severance benefit, the employee must have at least two hundred (200) days of accumulated sick leave due at the time of retirement, or, provided, however, that in order to exercise the One Thousand dollars (\$1,000) severance benefit, the employee must have at least one hundred seventy-five (175) days of accumulated sick leave due at the time of retirement or provided, however, that in order to exercise the Five Hundred dollars (\$500.00) severance benefit, the employee must have at least one hundred twenty-five (125) days of accumulated sick leave due at the time of retirement.

It is understood by the Parties that no employee will, under the terms of this Article, receive more than Two Thousand dollars (\$2,000) nor will any benefits be paid unless the terms of this Article are met in full.

It is expressly understood and made a condition of the severance benefit that the parties agree that the amounts paid under this Article will not be considered regular earnings under Massachusetts General Law, Chapter 32 and therefore will not be subject to retirement deductions or any other provisions of said General Law, Chapter 32.

## ARTICLE XIII

### REDUCTION IN FORCE

In the event the School Committee determines it necessary to

reduce the number of employees in the bargaining unit it will do so according to the provisions of Chapter 31, Section 39 of the General Laws of the Commonwealth.

The provisions of this Article XIII will not be subject to the Grievance/Arbitration process, outlined in Article III of this Agreement.

#### ARTICLE XIV

##### GENERAL

- I. If any provision of this Contract or any application of the Contract shall be found to be contrary to law, then such provision of such application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or application shall continue in full force and effect.
- II. Except as specifically abridged, delineated, granted or modified by this Contract, Chapter 150E of the General Laws of Massachusetts, all rights, powers and authority held by the School Committee, prior to the effective date of said Contract, are retained by the School Committee.
- III. A list specifying the seniority, job title and building assignment of each member of the bargaining unit shall be prepared by the Committee and forwarded to the President of the Association annually on or before December 1st.

#### ARTICLE XV

##### MANAGEMENT RIGHTS CLAUSE

The Parties agree that the operation of the School Department of the City of Holyoke, the supervision of the employees and their work, are the rights of the School Committee alone. Accordingly, subject to the provisions of this Agreement, the making of reasonable rules to assure orderly and effective work; to determine the quantity and types of equipment to be used; to discuss terms and conditions of employment with the employees; to inform them concerning employment matters; to introduce new methods and facilities; the making of work schedules; the determination of what and where duties will be performed and evaluation of employee competence; the hiring, transfer, promotion, demotion, lay-off, recall, discipline or discharge of employees for just cause, without discrimination, are the exclusive rights of the Committee.

The foregoing enumeration of Management's Rights shall not be deemed to exclude other rights not specifically set forth. The School Committee, therefore, retains all rights not otherwise

cifically restricted by this Agreement.

#### ARTICLE XVI

##### NO-STRIKE CLAUSE

During the term of this Agreement, the parties hereto agree that there shall be no strikes of any kind whatsoever, work stoppages, slowdowns, withholding of services or interference or interruption of the operations of the School Department by any employees or the Association. The Employer agrees not to lock out any employee during the term of this Agreement.

Nor, shall there be any strike or interruption of work during the term of this Agreement because of any disputes or disagreements between any other persons (or other Employer or Associations) who are not signatory parties to this Agreement.

Employees who violate this provision shall be subject to disciplinary action, including discharge, and any claim by either party against the other, for a violation of this Article, shall be subject to arbitration as provided for on Page 5 of this Agreement.

#### ARTICLE XVII

##### ZIPPER CLAUSE

The Parties agree that all negotiable items have been discussed during the negotiations leading to this Agreement, and therefore agree that negotiations will not be reopened on any item, whether contained herein or not, during the life of this Agreement, unless mutually agreed to by both parties.

#### ARTICLE XVIII

##### DEDUCTIONS

- A. The Committee agrees to deduct from the wages of the employees', dues for the Holyoke Public School Secretaries Association and/or the Massachusetts Teachers Association and/or the National Education Association as said employees individually and voluntarily authorize the Committee to deduct, and to transmit the monies promptly to the Treasurer of the Association in accordance with Chapter 180, Section 17C of the General Laws. Authorizations will be in writing and will be submitted in a manner and on forms prescribed by the Superintendent of Schools.
- B. Any employee desiring to have the Committee discontinue deductions she has previously authorized must notify the

Page 13 is missing

have the right to submit a written comment on such material and his/her answer shall be reviewed by the Superintendent and attached to the file copy.

## ARTICLE XXI

### DURATION

- A. The provisions of this Agreement will be in effect from July 1, 1988 to June 30, 1991.
- B. Collective bargaining for a new Agreement to become effective upon the expiration of this Agreement may be reopened by either party by April 1, 1991.
- C. In the event a successor Agreement is not executed prior to June 30, 1991, then the terms of this Agreement will remain in full force and effect until such time as a successor Agreement is negotiated and executed.
- D. All new benefits in this Agreement other than salaries listed in Appendix A will be prospective from the date of execution of this Agreement.

IN WITNESS WHEREOF, The Parties hereto have caused these presents to be executed by their agents hereunto duly authorized and their seals affixed hereto as of the 13th day of September, 1988.

HOLYOKE PUBLIC SCHOOLS  
SECRETARIES ASSOCIATION/MTA/NEA

SCHOOL COMMITTEE OF HOLYOKE

BY:

Dorothy L. Lyons  
President

BY:

[Signature]  
Its Chairman

BY:

[Signature]  
Vice Chairman

# APPENDIX A

July 1, 1988 - June 30, 1989

Step	Column I		Column II	Column III	Column IV
	<u>10 Mos.</u>	<u>12 Mos.</u>			
1	10,684	12,551	12,998	13,250	13,818
2	11,003	12,940	13,386	13,639	14,207
3	11,323	13,326	13,773	14,026	14,595
4	11,641	13,713	14,162	14,414	14,981
5	11,963	14,099	14,551	14,802	15,372
6	12,283	14,489	14,935	15,190	15,757
7	12,602	14,878	15,323	15,577	16,145
8	12,922	15,265	15,709	15,965	16,531
9	13,106	15,487	16,098	16,352	16,920
10	13,289	15,708	16,352	16,604	17,174

Column I - Clerk Typist (10/12 Months).

Column II - Clerk Stenographer, Junior Account Clerk, Statistical Machine Operator, Assistant Payroll Supervisor (12 Months).

Column III - Senior Account Clerk (Cafeteria, Accounts Receivable, Purchasing), Accounting Machine Operator (12 Months).

Column IV - Supervisor of Payrolls (12 Months).

# APPENDIX B

July 1, 1989 - June 30, 1990

Step	Column I		Column II	Column III	Column IV
	<u>10 Mos.</u>	<u>12 Mos.</u>			
1	11,218	13,675	14,149	14,416	15,018
2	11,553	14,087	14,560	14,828	15,430
3	11,889	14,497	14,970	15,239	15,842
4	12,223	14,907	15,383	15,650	16,251
5	12,561	15,316	15,795	16,061	16,665
6	12,897	15,729	16,202	16,472	17,073
7	13,232	16,142	16,613	16,883	17,485
8	13,568	16,552	17,023	17,294	17,894
9	13,761	16,787	17,435	17,704	18,306
10	13,953	17,021	17,704	17,971	18,575

Column I - Clerk Typist (10/12 Months).

Column II - Clerk Stenographer, Junior Account Clerk, Statistical Machine Operator, Assistant Payroll Supervisor (12 Months).

Column III - Senior Account Clerk (Cafeteria, Accounts Receivable, Purchasing), Accounting Machine Operator (12 Months).

Column IV - Supervisor of Payrolls (12 Months).



# APPENDIX C

July 1, 1990 - June 30, 1991

Step	Column I		Column II	Column III	Column IV
	<u>10 Mos.</u>	<u>12 Mos.</u>			
1	11,779	14,867	15,369	15,652	16,290
2	12,131	15,303	15,805	16,089	16,727
3	12,483	15,738	16,239	16,524	17,164
4	12,834	16,172	16,677	16,960	17,597
5	13,189	16,606	17,114	17,396	18,036
6	13,542	17,044	17,545	17,831	18,468
7	13,894	17,482	17,981	18,267	18,905
8	14,246	17,916	18,415	18,703	19,339
9	14,449	18,165	18,852	19,137	19,775
10	14,651	18,413	19,137	19,420	20,061

Column I - Clerk Typist (10/12 Months).

Column II - Clerk Stenographer, Junior Account Clerk, Statistical Machine Operator, Assistant Payroll Supervisor (12 Months).

Column III - Senior Account Clerk (Cafeteria, Accounts Receivable, Purchasing), Accounting Machine Operator (12 Months).

Column IV - Supervisor of Payrolls (12 Months).

HolyK/4



830158

JULY 15, 1991

*This report is authorized by law 29 U.S.C. 2.  
Your voluntary cooperation is needed to make  
the results of this survey comprehensive,  
accurate, and timely.*

Form Approved  
O.M.B. No. 1220-0001  
Approval Expires 1/31/90

*Under 50 els*

OFFICE MANAGER  
HOLYOKE PUBLIC SCHOOLS  
98 SUFFOLK STREET  
HOLYOKE, MA. 01040

PREVIOUS AGREEMENT EXPIRED  
JUNE 30, 1991

Respondent:

We have in our file of collective bargaining agreements a copy of your agreement(s):

Holyoke Mass School Committee Secys

WITH SINGLE INDEPENDENT ASSOCIATION  
MASSACHUSETTS

Would you please send us a copy of your current agreement—with any supplements (e.g., employee-benefit plans) and wage schedules—negotiated to replace or to supplement the expired agreement. If your old agreement has been continued without change or if it is to remain in force until negotiations are concluded, a notation to this effect on this letter will be appreciated.

I should like to remind you that our agreement file is open for your use, except for material submitted with a restriction or public inspection. You may return this form and your agreement in the enclosed envelope which requires no postage.

Sincerely yours,

*Janet L. Norwood*

JANET L. NORWOOD  
Commissioner

PLEASE RETURN THIS LETTER WITH  
YOUR RESPONSE OR AGREEMENT(S).

*If more than one agreement, use back of form for each document. (Please Print)*

1. Approximate number of employees involved 50
2. Number and location of establishments covered by agreement 13
3. Product, service, or type of business EDUCATION
4. If your agreement has been extended, indicate new expiration date This agreement has not been renegotiated as of this time

Your Name and Position Dr. John P. McDonough  
Business Manager  
Holyoke School Department  
Address 98 Suffolk Street  
Holyoke, MA 01040-4499

Area Code/Telephone Number

City/State/ZIP Code

Employer, Product, Service or Type of Business	Name of Union or Association	Number of Employees Normally Covered by Agreements
<p>PREVIOUS AGREEMENT EXPIRED JUNE 30, 1991</p> <p>WITH SINGLE INDEPENDENT ASSOCIATION MASSACHUSETTS</p>	<p>Holyoke Mass School Committee Secys</p> <p>EDUCATION</p> <p>Dr. John P. McDonough Business Manager Holyoke School Department 98 School Street Holyoke, MA 01040</p>	<p>JULY 15, 1991</p> <p>HOLYOKE 98 SUFFOLK STREET HOLYOKE PUBLIC SCHOOLS OFFICE MANAGER</p>